

Town of Smithfield  
Application For Subdivision Approval

**FILING INSTRUCTIONS**

Before the application can be considered ready for submission to the Town Planning Board, the applicant must file the following with the Town Clerk:

1. Original and 9 copies of the application completely filled out and signed. The Town Clerk shall retain the original on file for public inspection and transmit one copy to the Town Codes Enforcement Officer, one copy to the Town Attorney and seven copies to the Chairman of the Planning Board. (Names and addresses of all adjoining property owners must be indicated on the application form.)
2. 10 copies of a sketch plan proposal as set forth in Section 320 of the Town Subdivision Regulations. Further plat submission should await classification of the proposal as a minor or major subdivision. (To be distributed by Town Clerk in same manner as the application.)
3. 3 copies of an accurate legal description of the subject property. (One copy to remain on file in Town Clerk's office, one copy to be transmitted to Planning Board Chairman and one copy to Town Attorney.)
4. 10 copies of an appropriate Environmental Assessment Form. (Forms are attached to the Subdivision Application.) (To be distributed by Town Clerk in same manner as application.)
5. 3 copies of the Disclosure Statement required under Section 809 of the New York General Municipal Law (form attached to application). (Original to remain on file in Town Clerk's office, one copy to Planning Board Chairman and one copy to Town Attorney.)
6. A check for the required application fee payable to the "Town of Smithfield".

Application fees are as follows:

Major Subdivision - \$100.00 plus \$10.00 per lot

Minor Subdivision - \$50.00 plus \$10.00 per lot

**PLEASE REMOVE THESE INSTRUCTIONS PRIOR TO FILING**

January 2005